

In the drawings:

FIG. 1

101 ... Schedule information inputting means

Below 101 ... Reference

102 ... Schedule information editing means

Above 102 ... Updating

103 ... Schedule information storage means

104 ... Schedule information

105 ... Non-adjusted travel expense information search

means

106 ... Travel expense adjustment information

107 ... Schedule and message display/reply means

Below 107, left ... Not to be adjusted

Below 107, right ... To be adjusted

108 ... Travel expense adjustment information

inputting means

109 ... Travel expense adjustment information search

means

110 ... Travel expense slip editing means

111 ... Travel expense slip transmission means

FIG. 2, from left, from above

Name number

Schedule date

00400T 0280560

Start time

End time

Schedule business

Arrangement

New year meeting

Demonstration

Arrangement

Client explanation meeting

Arrangement

Test

Transfer

In-company training

In-company training

In-company training

Transfer

Meeting in section

Institute

Place

Location

Classification

First meeting room

Ginza wine bar

T university

System laboratory

F bank

004007 0280560

Research and development department
N life insurance
Tokyo → Osaka
Kansai branch
Kansai branch
Kansai branch
Osaka → Tokyo
Second meeting room
○× building
Status

FIG. 3, from left, from above

Place
Captive building
Client
Different captive building
Non-captive building
Transfer
Other
Value
Status
Registered
Preselected
Approved
Not approved

00508870-100400

Pending

Cancelled

Value

FIG. 4, from above, from left

Submitted date

January 16, 1997

Signature of superior

Section

First section, development department

Name, name No.

Taro Hitachi

Signature of the person

Slip No.

Month, day (day of the week)

Place

Hour, minute

Name of outwork destination, name of city, ward,
town or village

Business

Traffic route

Daily allowance

Carfare

Taxi fare

Total amount (Yen)

004001 02880560

Departed from Gyotoku, arrived at Toyocho

Systems laboratory, Yokohama City

Arrangement

Gyotoku - Kudanshita - Azamino - Kudanshita -

Toyochō

Departed from Gyotoku, arrived at Toyocho

F bank, Chuo Ward

Client explanation meeting

Gyotoku - Ginza - Tokyo - Otemachi - Toyocho

Total amount

Remarks

Accounting section

Section head

Chief

Person in charge

Submitted date

January 23, 1997

Signature of superior

Section

First section, development department

Name, name No.

Taro Hitachi

Signature of the person

Slip No.

00400T 0288560

Month, day (day of the week)

Place

Hour, minute

Name of outwork destination, name of city, ward,
town or village

Business

Traffic route

Daily allowance

Carfare

Taxi fare

Total amount (Yen)

Departed from Chiba, Arrived at Osaka city

Kansai branch, Osaka city

In-company training

Chiba - Tokyo - Shin-Osaka - Umeda - Nanba

Departed from Osaka city, arrived at Osaka city

Kansai branch, Osaka city

In-company training

Nanba - Umeda - Nanba

Departed from Osaka city, arrived at Chiba

Kansai branch, Osaka city

In-company training

Nanba - Umeda - Shin-Osaka - Tokyo - Chiba

Total amount

Remarks

004007" 0/880560

Accounting section

Section head

Chief

Person in charge

FIG. 5, from left

Slip No.

Submitted date

Name number

FIG. 6, from above, from left

Slip No.

Outwork date

Departure time

Arrival time

Place

Outwork destination

Name of city, ward, town or village

Path

Daily allowance

Carfare

System laboratory

Yokohama city

Gyotoku - Kudanshita - ...

F bank

004001" 0/880560

Chiyoda-ward

Gyotoku - Ginza - ...

Slip No.

Outwork date

Departure time

Arrival time

Place

Outwork destination

Name of city, ward, town or village

Path

Daily allowance

Carfare

Kansai branch

Osaka city

Chiba - Tokyo - Shin-Osaka - ...

Kansai branch

Osaka city

Nanba - Umeda - Nanba

Kansai branch

Osaka city

Nanba - Umeda - Shin-Osaka ...

FIG. 7, from above, from left

Status

05508870-100400

Classification

Registered

Preselected

Approved

Not approved

Pending

Cancelled

Captive building

Other than outwork

Other than outwork

Other than outwork

Out of object

Other than outwork

Out of object

Client

Outwork

Obscure

Outwork

Out of object

Obscure

Out of object

Different captive building

Outwork

Obscure

Outwork

004001 0280560

Out of object

Obscure

Out of object

Non-captive building

Outwork

Obscure

Outwork

Out of object

Obscure

Out of object

Transfer

Outwork

Obscure

Outwork

Out of object

Obscure

Out of object

Other

Other than outwork

Other than outwork

Other than outwork

Out of object

Other than outwork

Out of object

00400T 0/880560

FIG. 8, from above

Schedule display section 801

[Message]

Travel expenses of the outwork to the T university
on January (month) 13th (day) are not adjusted.

Travel expenses of the outwork to the N Life
Insurance on January (month) 17th (day) are not adjusted.

Should the travel expenses be adjusted?

y: Yes

n: No

Cursor

FIG. 9, from above, from left

Travel expense slip header part

Travel expense slip particulars part

Submitted date of slip

Name number

Name

Particulars 1

Particulars n

Outwork date

Departure time

Outwork date

Departure time

00400T" 02880560

FIG. 10, from above, from left

Header

Body

Destination

Addresser

Travel expense slip header part

Travel expense slip particulars part

Submitted date of slip

Name number

Name

Particulars 1

Particulars n

Outwork date

Departure time

Outwork date

Departure time

00400T" 0/380560

FIG.1

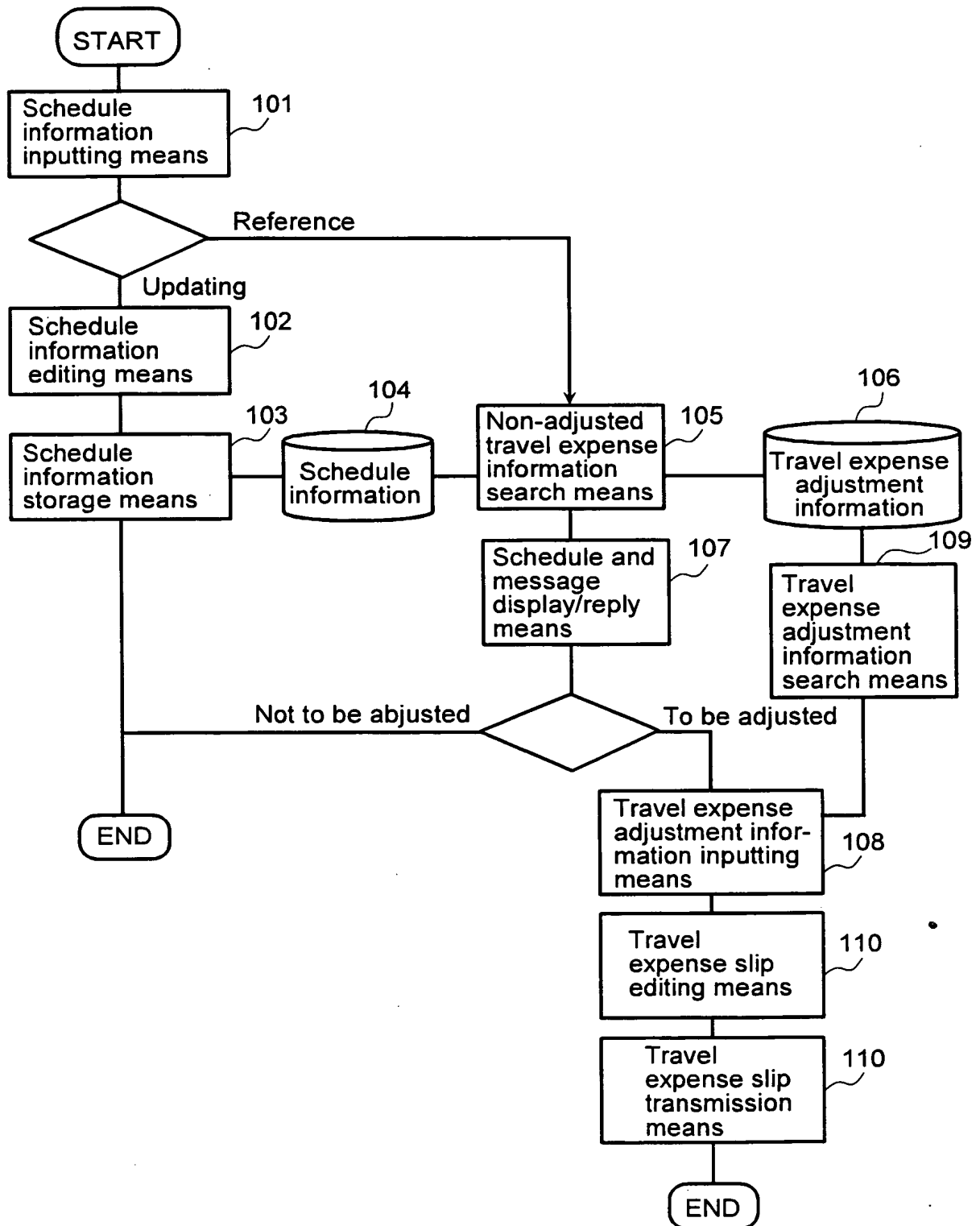


FIG. 2

201 name number	202 Schedule date	203 Start time	204 End time	205 Schedule business	206 Place		207 Classification	208 Status	...
					Location				
209 ~	：	：	：	：	：	：	：		
210 ~	001106866	19970110	13:00	Arrangement	First meeting room		0	3	
211 ~	001106866	19970110	18:00	New year meeting	Ginza wine bar		5	0	
212 ~	001106866	19970113	09:00	Demonstration	T university		1	2	
213 ~	001106866	19970114	10:00	Arrangement	System laboratory		2	2	
214 ~	001106866	19970116	09:00	Client explanation meeting	F bank		1	0	
	001106866	19970116	13:30	Arrangement	Research and development department		2	2	
215 ~	001106866	19970117	15:00	Test	N life insurance		1	4	
216 ~	001106866	19970120	07:00	Transfer	Tokyo→Osaka		4	0	
217 ~	001106866	19970120	11:00	In-company training	kansai branch		2	0	
218 ~	001106866	19970121	09:00	In-company training	kansai branch		2	0	
219 ~	001106866	19970122	09:00	In-company training	kansai branch		2	0	
220 ~	001106866	19970122	17:00	Transfer	Osaka→Tokyo		4	0	
221 ~	001106866	19970123	13:00	Meeting in section	Second meeting room		0	5	
222 ~	001106866	19970124	09:00	Institute	○ x building		3	3	
	：	：	：	：	：		：		

FIG.3

(a)		(b)	
Place	Value	Status	Value
Captive building	0	Registered	0
Client	1	Preselected	1
Different captive building	2	Approved	2
Not-captive building	3	Not Approved	3
Transfer	4	Pending	4
Other	5	Cancelled	5

09508870-100400

(b)

401

(a)

402

403

Sub- mitted date		January 16 , 1997		Signa- ture of superi- or	Sec- tion	First section, development department	Name name No.	Taro Hitachi 001106866	Signa- ture of the person			Slip No.	9701- 0009
Month, day (day of the week)	Place	Hour, minute	Name of outwork destination, name of city, ward, town or village	Business	Traffic route	Daily allow- ance	Carfare	Taxi fare	...		Total amount (Yen)		
1/14	Departed from Gyotoku, arrived at Toyocho	07:00 14:00	Systems laboratory, Yokohama City	Arrangement	Gyotoku - Kudanshita - Azamino - Kudanshita - Toyocho	1, 100							
1/16	Departed from Gyotoku, arrived at Toyocho	07:00 16:30	F bank, Chuo Ward	Client explanation meeting	Gyotoku - Ginza - Tokyo - Otemachi - Toyocho								
Total amount													
Remarks	Account- ing sec- tion				Sec- tion head	Chief	Per- son in charge						

09/508870

(b)

402	Sub- mitted date	January 23 , 1997			Signature of superior	Section	First section, development department	Name name No.	Taro Hitachi 001106866	Signature of the person	Slip No.		9701- 0013
	Month, day (day of the week)	Place	Hour, minute	Name of outpost destination, name of city, ward, town or village	Business	Traffic route	Daily allow- ance	Carfare	Taxi fare	...	Total amount (Yen)		
	1/20	Departed from Chiba, arrived at Osaka city	07:00 18:30	Kansai branch, Osaka city	In-company training	Chiba -Tokyo - Shin-Osaka - Umeda - Nanba	9,000	520					
	1/21	Departed from Osaka, arrived at Osaka city	08:00 18:30	Kansai branch, Osaka city	In-company training	Nanba - Umeda - Nanba	9,000	360					
	1/22	Departed from Osaka city, arrived at Chiba	08:00 22:30	Kansai branch, Osaka city	In-company training	Nanba - Umeda - Shin-Osaka - Tokyo - Chiba	9,000	520					
403	Total amount												
	Remarks					Account- ing sec- tion	Sec- tion head	Chief	Per- son in charge				

FIG.5

Slip No.	Submitted date	Name number	...
:	:	:	
97010009	19970116	001106866	
97010010	19970117	001109369	
97010011	19970120	013005971	
97010012	19970120	001107357	
97010013	19970123	001106866	
97010014	19970124	001105973	
:	:	:	

501

502

FIG.6

(a)

Slip No.	97010013													
Outwork date	Departure time	Arrival time	Place		Outwork destination	Path	Daily allowance	Carfare	...					
			Outwork destination	Name of city, ward, town or village										
601	19970114	09:00	System laboratory	Yokohama city		Gyotoku - Kudanshita...	1,100	960						
602	19970116	07:00	F bank	Chiyoda-ward		Gyotoku - Ginza -...		640						

(b)

Slip No.	97010013													
Outwork date	Departure time	Arrival time	Place		Outwork destination	Path	Daily allowance	Carfare	...					
			Outwork destination	Name of city, ward, town or village										
603	19970120	07:00	Kansai branch	Osaka city		Chiba - Tokyo - Shin-Osaka...	9,000	520						
604	19970121	08:00	Kansai branch	Osaka city		Nanba - Umeda - Nanba	9,000	360						
605	19970122	08:00	Kansai branch	Osaka city		Nanba - Umeda - Nanba - Shin-Osaka...	9,000	520						

FIG.7

Status Classification	0 (Registered)	1 (Preselected)	2 (Approved)	3 (Not Approved)	4 (Pending)	5 (Cancelled)
0 (Captive building)	Other than outwork	Other than outwork	Other than outwork	Out of object	Other than outwork	Out of object
1 (Client)	Outwork	Obscure	Outwork	Out of object	Obscure	Out of object
2 (Different captive building)	Outwork	Obscure	Outwork	Out of object	Obscure	Out of object
3 (Non-captive building)	Outwork	Obscure	Outwork	Out of object	Obscure	Out of object
4 (Transfer)	Outwork	Obscure	Outwork	Out of object	Obscure	Out of object
5 (Other)	Other than outwork	Other than outwork	Other than outwork	Out of object	Other than outwork	Out of object

FIG.8

